

II.M Inclement Weather/Declared Emergency Approved 04/02/13, 10/21/14, 12/20/16, TBA 04/07/26

1. Inclement Weather/Declared Emergency *without* Official Closing: Inclement weather/declared emergency usually does not warrant closing of County offices. Absence due to inclement weather/declared emergency requires an employee to make a personal judgment pertaining to his or her safety in traveling to and from work. Loss of work time for this reason is charged to the employee's accrued annual leave. If an employee has no annual leave, then the time is charged as leave without pay.
2. Official Closings Due to Inclement Weather/Declared Emergency: The Commission will decide if Baldwin County offices will be closed on normal workdays during inclement weather/declared emergency. If the Commission decides to close one or all of Baldwin County offices, **full-time and part-time** classified employees will be paid administrative leave in the number of hours to bring them to their regularly scheduled work hours for the day. Employees who are out on annual, sick or any other type of leave or have requested leave for the day of closing **will be given administrative leave in lieu of leave scheduled. ~~must be charged with the leave requested.~~** Closing information will be given to the major media outlets via press release.

The County Administrator will also contact the Probate Judge, Revenue Commissioner and Appointed Department Heads to inform them of the closing and each department will have a notification process. If an employee has any questions about an official closing, the immediate supervisor should be contacted.

The Commission, **in concurrence with department heads**, will also determine whether certain "critical emergency service personnel" must report to work during inclement weather/declared emergency. **~~Such personnel may include, but are not limited to, employees from:~~**

- ~~Highway~~
- ~~Solid Waste~~
- ~~Communication and Information Systems~~

If other employees are needed to assist with services, they will be contacted by a supervisor. If an employee is **scheduled but** not required to work during an inclement weather/declared emergency closing, he or she will receive administrative pay for the regularly scheduled working hours during the period of closing. If an employee is called to work and refuses to come in during the inclement weather/declared emergency closing, the employee will not receive administrative leave and will be charged with leave without pay. **If an employee is not scheduled to work during an inclement weather/declared emergency closing, the employee will not be paid for the closing. (moved from bottom of policy)**

If an **full-time** hourly (non-exempt) employee is among the critical emergency service personnel who must work, the employee will receive his or her regular wages, plus overtime for the hours actually worked over forty (40), in addition to eight (8) hours of administrative leave per day **not** to exceed forty (40) hours within a work week with the exception of the first and last day of declaration, then the employee will receive administrative leave in the amount of hours from time the declaration was declared or undeclared to bring them up to the eight (8) hours. Example: Employee works from 8 am to 4:30 pm, emergency declared at 11:00 am. The employee has already worked three (3) hours, so five (5) hours administrative leave will be granted plus all hours actually worked.

If a salaried (exempt) employee is among the critical emergency service personnel who must work, the employee will receive his or her regular wages, plus time and a half for the hours actually worked over forty (40) starting at the time the Commission declares the state of emergency, in addition to eight (8) hours of administrative leave per day not to exceed forty (40) hours within a work week with the exception of the first and last day of declaration, then the employee will receive administrative leave in the amount of hours from time the declaration was declared or undeclared to bring them up to the eight (8) hours. Example: Employee works from 8 am to 4:30

pm, emergency declared at 11:00 am. The employee has already worked three (3) hours, so five (5) hours administrative leave will be granted plus all hours actually worked. The exempt employee will not receive supplemental pay for work during any portion of the pay period that is not during the inclement weather/declared emergency.

~~If an employee is on annual, sick or any other leave with pay during the declared times of closing, he or she will be required to use the previous scheduled leave and will not receive administrative leave with pay.~~

~~Personnel deploying as mutual assistance to emergency disasters outside of the State of Alabama, under the Emergency Management Assistance Compact (EMAC) Law, will be required to send the Resource Support Agreement (RSA) and Mission Order Authorization to Personnel. If a salaried (exempt) employee is among the personnel deployed out of state, the employee will receive his or her regular wages, plus time and a half for the hours actually worked over forty (40) within the work week, beginning the day he or she leaves for the disaster area. The employee shall return to being salaried (exempt) when he or she returns to Baldwin County. If a salaried (exempt) employee is deploying as mutual assistance to emergency disasters within the State of Alabama, he or she will not receive time and a half for the hours actually worked over forty (40) within the work week.~~

II.V. Exit Interviews Approved 04/02/13, 10/21/14, [TBA 04/07/26](#)

~~All classified County employees who have successfully completed a probationary period with the County shall not be separated from County employment without a minimum of a hearing with the employee's department head and the Personnel Director, if requested by the employee. In addition, all classified County employees are entitled to an exit interview.s In-person exit interviews may be conducted at the request of thewith employees ~~before their last scheduled workday. If an in-person interview is not requested, classified employees will receive an email that allows them to complete their exit interview online. Furthermore, the purpose of all exit interviews is to~~ ~~in order to~~ inform the employee of his or her rights pertaining to retirement, COBRA, or any other ~~information necessary~~necessary information. ~~The Personnel Department will contact the employee to schedule a time for the exit interview~~~~

II.FF Non-Fraternization [TBA 04/07/26](#)

The County does not allow a dating or other romantic relationship between a supervisory employee and a non-supervisory employee if: (i) the supervisor has direct or indirect supervisory authority over the employee; or (ii) the supervisor has the authority to make or recommend an employment decision affecting the employee. A violation of this policy is grounds for termination. If a supervisory and a non-supervisory employee begin to date or become involved in a romantic relationship, one of the two employees will be required to resign, be dismissed, or request a transfer to an open position in a different department. Any such transfer shall follow policy *II.S. Transfers and Reassignments* or related policy and approved by the Commission. If such a transfer is not available or approved, one of the two employees involved will be allowed to decide which employee will resign. If neither employee voluntarily resigns, the County will dismiss one of the two employees based on the County's business needs. Factors to be considered include the particular skills and experience of the employees involved, and the comparative difficulty of replacing the employees. If these factors are relatively equal, the least senior employee will be dismissed.

V.H. Benefit Premiums/Payroll Deductions Approved 04/02/13, TBA 04/07/26

Employees are responsible to review his or her paycheck to ensure the appropriate benefit deductions have been taken. Deductions from the employee's paycheck will begin the first pay period of the month prior to the coverage start date. Medical, dental and vision deductions will be taken out of twenty-four (24) pay periods per year. There will be two (2) pay periods each year in which no insurance deductions will be taken.

If an employee misses a paycheck due to work absence or unpaid time, then the missed deductions will be taken out of the **next** paycheck(s) **immediately** upon return or employee may pay personnel the amount due each pay period **while out on unpaid time. Personnel will contact the employee to discuss repayment options.**

VI.A. Ethical Conduct Approved 04/02/13, TBA 04/07/26

It is the policy of Baldwin County Commission to uphold, promote and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all County employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their county position or powers for improper personal gain.

Every employee of the Baldwin County Commission is a "public employee". The taxpayers of this County entrust every employee with the responsibility of carrying on business beneficial to the taxpayer.

Employees of the Baldwin County Commission are subject to the provision of the Alabama Ethics Law (codified at §§36-25-1, et.seq., Code of Alabama 1975, as amended from time to time) (sometimes referred to as the "Alabama Ethics Law" or the "Ethics Law") and the decisions and enforcement of the Alabama Ethics Commission. Employees may visit the Ethics Commission's website to acquire further information of interest at www.ethics.alabama.gov.

Employees cannot:

1. Use your official position to obtain personal gain for yourself or family member or any business with which you are associated. Section 36-25-5(a)
2. Use or cause the use of equipment, facilities, time, materials, human labor, or other public property under your discretion or control for the private benefit or business benefit of you, any other person, which would materially affect your financial interest. Section 36-25-5(c)
3. Solicit or receive anything for yourself or a family member for the purpose of corruptly influencing official action. Section 36-25-7(b)
4. Use or disclose confidential information gained in the course of or by reason of your position in any way that could result in financial gain, other than your regular salary, for yourself, a member of your family, or any other person or business. Section 36-25-8
5. Accept a gift valued at more than \$32, or \$64 cumulatively (per person), in a calendar year from any single provider.
6. Solicit a "thing of value" from a subordinate or person or business with whom you directly inspect, regulate, or supervise in your official capacity other than in the ordinary course of business. Section 36-25-5(e)
 - a. A "thing of value" is defined as any gift, benefit, favor, service, gratuity, tickets or passes to an entertainment, social or sporting event, unsecured loan, other than those loans and forbearances made in the ordinary course of business, reward, promise of future employment, or honoraria or other item of monetary value."

What is NOT a Thing of Value?

Section 36-25-1(33) states: "b. The term, thing of value, does not include any of the following, provided that no particular course of action is required as a condition to the receipt thereof:

1. Anything given by a family member of the recipient under circumstances which makes it clear that it is motivated by a family relationship.
2. Anything given by a friend of the recipient under circumstances which makes it clear that it is motivated by a friendship and not given because of the recipient's official position. Relevant factors include whether the friendship preexisted the recipient's status as a public employee, public official, or candidate and whether gifts have been previously exchanged between them.
3. Greeting cards, items, services with little intrinsic value which are intended solely for presentation such as plaques, certificates, and trophies, promotional items commonly distributed to the general public, and items or services of de minimis value.
4. Opportunities and benefits, including favorable rates and commercial discounts, available to the public or to a class consisting of all government employees.
5. Rewards and prizes that are given to competitors in contests or events including random drawings, which are open to the public.
6. Anything for which the recipient pays full value.
7. Compensation and other benefits earned from a non-government employer, vendor, client, prospective employer, or other business relationship in the ordinary course of employment or non-governmental business activities under circumstances which make it clear that the thing is provided for reasons unrelated to the recipient's public service as a public official or public employee.
8. Hospitality, meals, and other food and beverages provided to a public official or public employee, and the spouse of the public official or public employee, as an integral part of an educational function, economic development function, work session, or widely attended event, such as a luncheon, banquet, or reception hosted by a civic club, chamber of commerce, charitable or educational organization, or trade or professional association.

VI.B. Solicitation and Donations TBA 04/07/26

In order to preserve the transparency, fairness, and public trust of Baldwin County Commission operations and prevent the appearance or risk of undue influence, employees are prohibited from soliciting donations, financial or in-kind, for his or herself, their individual department, and/or department employees. Soliciting donations from vendors can create pressure, intentional or perceived, and may compromise or appear to compromise fair procurement practices. This applies to individual departments, their employees, managers, volunteers, contractors, and any individuals acting on behalf of a department within the County. Solicitation includes verbal, written, or implied requests.

Departments are prohibited from soliciting donations from:

1. Vendors or contractors that currently hold an active contract with the County.
2. Businesses or individuals actively bidding on a contract or procurement opportunity.
3. Entities that have a known or reasonably foreseeable interest in doing business with the County.

This prohibition applies to all types of donations or contributions, including but not limited to monetary donations, sponsorships, goods or services, event support or participation, gifts, prizes, or promotional items.

Exceptions include:

1. Vendors that offer unsolicited, voluntary donations. These offers must be truly vendor initiated. Any such offer shall be immediately forwarded to the County Administrator for review and written approval before acceptance.
 - a. All correspondence concerning donations must be kept and documented for auditing purposes. This includes the original request from the department, all communication from the vendor, the County Administrator's written approval, a brief description of what was donated and the value if known, and the event or purpose it was tied to.
 - b. If donation is a financial transaction or an asset (cash, equipment, materials, etc.) then all information shall be forwarded to the Finance and Accounting Department.
2. Vendor participation or non-participation shall not have any influence on current or future dealings or interactions with the County.
3. Donations may be solicited and/or accepted for County sponsored events that are open to the citizens of the County.
4. Donations may be solicited and/or accepted for County sponsored events that are for all employees of the County.

“County sponsored event” is an event formally approved, funded, or coordinated by the County and open to the public or to all county employees, not limited to a single department. The department employee designated to solicit donations must be pre-approved by the County Administrator or County Engineer.

Prohibited donations received in error should be declined and/or returned to the vendor.

All solicitations and donations must follow the guidelines of the Code of Alabama Section 36-25-1 to 36-25-30.

II.P. Temporary Assignments Approved 04/02/13, TBA 04/07/26

A temporary assignment of a classified employee is defined as a special assignment on a full-time basis for a period not exceeding six (6) months. No salary or salary range adjustments are generally made for temporary assignments. The performance review cycle continues and is based on the wage rate assigned to the employee's non-temporary position with Baldwin County.

The operational needs of a department may necessitate an employee be assigned on a consistent, but temporary, basis to perform work that is characteristic of a higher-level position or work of significantly greater quantity than the employee's regular duties. In that event, a temporary pay adjustment may be made under the following conditions and shall be approved by the County Commission before becoming effective:

1. The employee will be expected to perform an increase in duties on a temporary basis for at least two pay periods or more.
2. The additional compensation will end when the employee is no longer performing the change in duties.
3. An employee's eligibility for regular merit increases will not be affected during periods of the temporary change in duties.
 - a. The employee's merit increase will be based on the wage rate assigned to the employee's non-temporary position and will be effective the first pay period after the conclusion of the temporary assignment. A merit increase will not be added on top of a temporary increase.
4. Temporary changes in duties are expected to be in effect for less than six (6) months. Requests to extend this period may be reviewed by the Personnel Department and then authorized by the County Commission.
5. A temporary change in duties should be an exception and should include a projected end date based on the anticipated duration of the assignment.
6. There will be no retroactive pay if duties were performed before Commission approval.

Section II Index Changes

~~FF~~ GG Other Policies and Procedures Approved 04/02/13

Section VI Index Changes

~~B~~ C Statement of Economic Interests Approved 04/02/13

~~C~~ D Political Activity Approved 04/02/13

~~D~~ E Secondary Employment Approved 04/02/13

~~E~~ F Nepotism Approved 04/02/13

~~F~~ G Reporting Arrests Approved 04/02/13